

TRANSPORTATION OFFICER - 6101

General Definition of Work:

Performs responsible protective and human support service work transporting and ensuring the care and security of inmates at the County jail; does related work as required. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Transporting inmates, mental patients and others in a safe and secure manner; preparing and maintaining appropriate records and files; assisting with inmate security and other duties as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Transports local inmates to medical appointments, counseling, hospitals and other appointments.
- Processes jail writs, picks up prisoners from other localities.
- Prepares records of prisoners received at County jail.
- Transports prisoners to court appearances and returns.
- Transports mental patients as required.
- Picks up medications, prepares records.
- Serves as civil or detention officer as assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the methods, procedures and regulations of inmate and other transport; some knowledge of the security, rules, regulations and procedures of the institution; some knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; some knowledge of basic principles of human psychology; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of large groups of inmates; ability to prepare records and reports.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and some experience as a detention officer.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of all qualifications for this position established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina. Safe driving record.